

Completing a Blue Sheet – Page II

This paper outlines the steps you'll take in filling out a program's Blue Sheet — a Page II. The Page II Blue Sheet, which Departments, Divisions and Programs will complete, forms the basis of the planning process.

1

Department/Division/Program:

Simply enter the name of the Department or Division or Program for which you're completing this Page II.

2

Contribution to Wyoming Quality of Life:

In some way, every Department and Division and Program contributes to the quality of life of Wyoming residents; this is the section in which you'll outline what that contribution is.

Make your description of the contribution to quality of life as simple as you can; you want a reader to quickly understand your organization's role in improving the well-being of Wyoming residents. Include your organization's partners in this contribution.

3

Basic Facts:

Here you'll provide some background about your organization, to give a reader some context. Some key facts you'll want to provide:

- ▶ The size of your organization: how many people do you have on staff?
- ▶ The size of your budget: how much money does your organization spend, and where does it come from – state General Funds, Federal funding, grants and so forth. Break this out clearly.

Departments and Division will want to list the three—to—five programs they think make the greatest contributions to the quality of life of Wyoming residents. Programs will want to list the three—

4

Performance:

Now starts the interesting work. In the Performance section, you will define the measures by which your organization can measure how well it does in improving the quality of life of the people it serves.

Because your organization will measure itself by these measures, they need to meet several important criteria:

Quantitative	Performance measures must be <i>measures</i> ; not guesses or wishful thinking. You must be able to graphically plot your Performance Measures
Meaningful	Performance measures show the effect of your organization's efforts on its customers – how customers are better off (lower-right data quadrant), or on the ability of the organization to effectively deliver services (Upper-right data quadrant).
Available and accurate	Select Performance Measures for which you can find accurate, up-to-date data.

For each of your selected Performance Measures, plot the last three years of history, showing how your organization has performed.

Then, plot a "baseline." A Baseline is a two-year prediction of the Performance Measure, showing what will happen if you do nothing different in your organization. As the name describes, it provides the baseline from which you want improve your performance.

5

Story behind the performance:

You've identified the Performance Measures by which you will measure your organization's performance; now you want to explain the causes of the historical performance you plotted above. List all the factors – both positive and negative – that have caused the performance to be what it is. You can use additional data if you think it helps explain the performance.

Again, keep this simple. You should be able to do this with short, one-or-two sentence paragraphs; underline the first sentence, which should describe the story.

6

What do you propose to do to improve performance in the next two years?

And finally, what actions do you plan to take to improve your organization's performance, in ways that will show in your chosen Performance Measures? List them here, in short paragraphs with the "key" sentence underlined for emphasis. Try to include low-cost and no-cost ideas as part of your action plan.

Wyoming Strategic Planning Design

– Part II

1

Department/Division/Program:

2

Contribution to Wyoming Quality of Life:

Briefly explain, so a taxpayer could understand, how your Department/Division/Program, in conjunction with other public and private partners, contributes to the quality of life of the people of Wyoming.

3

Basic Facts:

Show total number of staff and the size of your budget in total and General Funds.

List the five most important programs or functions and show the number of people served annually.

Performance:

Show the 3 to 5 most important performance measures in the form of baselines, with at least three years of actual historical data. Optional: provide a 2-year forecast of performance assuming the current level of effort.

Performance Measures must be those that best answer the questions:

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- ▶ How well are we delivering services?
- ▶ Are our customers better off? (Customer results)

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Story behind the (last three years of) performance:

Briefly explain, so a taxpayer could understand, the causes behind your performance for the last few years, including an explanation of the picture of performance shown in the baselines above. Reference your accomplishments where they have contributed. Use additional performance data as necessary to tell this story. The best formatting is short paragraphs with a first summary sentence underlined.

6

What do you propose to do to improve performance in the next two years?

Include no-cost and low-cost ideas, and the contribution of partners. Best formatting is short paragraphs with the action item underlined.